

# REGULATION

<b>SPDOC No:</b>  03-21	<b>Effective Date:</b>  June 22, 2003	<b>Index Reference:</b>  Appraisal Methods	<b>Regulation Number:</b>  <b>3.11</b>
<b>Issuing Bureau:</b>  Human Resource Services	<b>Rule Reference:</b>  Rule: 3-1 (Examinations)		<b>Replaces:</b>  Reg. 3.11 (CS-6940, March 18, 2001)
<b>Subject:</b> <b>WRITTEN, ELECTRONIC, AND OTHER APPRAISAL METHOD ADMINISTRATION</b>			

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## **1. PURPOSE**

This regulation defines the Department of Civil Service standards governing the application, administration, and scoring of written, electronic and other appraisal methods.

## **2. CIVIL SERVICE COMMISSION RULE REFERENCE**

### ***Rule 3-1 Examinations***

#### ***3-1.1 Authority***

*The department of civil service shall prepare or approve examinations for all classified positions. Examinations are referred to as appraisal methods in these rules.*

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### **3-1.2 Content and Method**

*Appraisal methods must assess relevant, job-related knowledge, skills, abilities, and other qualifications necessary for successful job performance. The department of civil service may use another organization's appraisal results.*

### **3-1.3 Application**

*The department of civil service shall establish procedures for persons seeking positions in the classified service.*

### **3-1.4 Reasonable Accommodations**

*The department of civil service shall make reasonable accommodations in its application and appraisal process for a person with a disability who makes a reasonable request for accommodation in advance. The department of civil service may offer an alternative evaluation method for a person with a disability if the person is unable to participate in the regular appraisal process. The department of civil service is not required to make an accommodation that would cause undue hardship.*

### **3-1.5 Integrity of Process**

*To be considered for appraisal or appointment, an applicant shall comply with the established procedures and processes.*

**(a) Prohibited Practices.** *During the application, appraisal, or appointment process, a person shall not do any of the following:*

- (1) Make any false statement or omissions of a material fact.*
- (2) Misrepresent education or experience.*
- (3) Engage in deception or fraud.*
- (4) Cheat.*
- (5) Compromise the integrity of the appraisal process.*
- (6) Violate rule 2-7 [Drug and Alcohol Testing].*

**(b) Sanctions.** *If the department of civil service finds that an applicant has engaged in any prohibited act, the department may do any of the following:*

- (1) Cancel or limit the applicant's eligibility for state employment.*
- (2) Require the separation of the applicant from state employment.*
- (3) Impose any other or additional sanction that is appropriate.*

### 3. **DEFINITIONS**

#### **A. Civil Service Commission Rule Definitions**

1. ***Applicant pool** means a group of applicants whom the department of civil service has determined to be qualified.*
2. ***Applicant** means a person who requests to participate in an appraisal process.*
3. ***Candidate** means a qualified person who requested to be considered for appointment to a specific position in the classified service and who was considered by the appointing authority.*

#### **B. Additional Definition as used in this Regulation**

1. **State employee applicant** means the following individuals, who are considered state employees for written, electronic, and other appraisal methods and applicant pool purposes:
  - a. Those presently employed on a career or noncareer basis.
  - b. Employees on layoff from a classified position.
  - c. Employees on a leave of absence whose rights to return to active employment are guaranteed.
  - d. Individuals currently in the disability retirement program or Return to Work Program.
  - e. Individuals appointed to executive branch unclassified positions.
  - f. Employees and members of the state legislature and judiciary.
  - g. Special personal services employees.

### 4. **STANDARDS**

#### **A. Notice.**

1. The Department of Civil Service shall establish procedures for persons seeking positions in the classified service.
  - a. The written, electronic, and other appraisal method procedures must include appraisal method numbers and titles, and anticipated appraisal dates.
  - b. Written, electronic, and other appraisals open to the general public are identified in the appraisal method procedures.
2. An appraisal method announcement must be published for each appraisal method listed in the procedures and contain information

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specific to the appraisal, including the application procedure and the retake policy.

## **B. Eligibility.**

1. Applications will be accepted consistent with workforce needs for all written, electronic, and other appraisal methods.
2. Applicants are not scheduled to take written, electronic, or other appraisals for classifications for which they already possess passing scores.

Note: If the applicant pools are being replaced as a result of modification to an existing written, electronic, or other appraisal method or a newly developed appraisal method, persons in the existing applicant pool must be notified of the need to participate in the new appraisal method.

3. Applicants must fulfill the requirements for at least one classification covered by the appraisal method on the date their credentials are reviewed by the Department of Civil Service to be scheduled for the written, electronic, or other appraisal methods.
4. Applicants may take specific written or electronic appraisals as often as permitted for that appraisal method. Retake time frames for specific appraisals are addressed in the appraisal announcement.
5. Applicants who are determined to be ineligible for a written, electronic, or other appraisal may appeal that determination, as provided in regulation 8.02 [Technical Classification and Qualification Complaints].

## **C. Appraisal Administration.**

1. Application, administration, and scoring processes for all applicants must be in conformance with established procedures.
2. If scheduled for a written, electronic, or other appraisal, applicants may request an alternate appraisal date for reasons of emergency or unalterable prior commitments. Requests must be submitted in writing, to the Department of Civil Service.
3. Persons with disabilities needing an accommodation to participate in a written, electronic, or other appraisal process may submit a written request indicating the type of accommodation needed and the specific appraisal desired. The request must be made before the appraisal method is administered. The Department of Civil Service component coordinator shall approve or deny the accommodation request. Some disabilities may preclude applicants' participation in written, electronic, or other appraisal processes, with or without reasonable accommodation. These applicants may be eligible for the Twelve-month Trial

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Appointment Process for Persons with Disabilities as provided in regulation 3.05.

#### **D. Workforce Need Testing.**

1. An Appointing Authority request for workforce need testing must identify at least one of the following needs:
  - a. Geographic need.
  - b. Change of program priorities or new program or service initiatives.
  - c. Specific skill sets needed.
  - d. Employee separations creating opportunities for internal promotions.
  - e. Reorganizations.
  - f. Applicant pool under-representation.
  - g. Any other reason approved by the Department of Civil Service.
2. An immediate workforce need must exist; i.e., one or more vacant positions are to be filled.
3. Special workforce need testing may not be approved if a regularly scheduled administration will take place within 28 calendar days. If it is feasible and appropriate, candidates may be added to the examination in process.
4. Applicants will be placed on employment lists for all classifications in the examination component for which they qualify.
5. The requesting Appointing Authority must provide Civil Service Application forms (CS-102) and any other required documents from candidates to the Department of Civil Service agency liaison by an agreed-upon date.
6. The Department of Civil Service will expedite the processing of workforce need testing; i.e., necessary credential reviews, exam administration, and scoring.

#### **E. Removal from Appraisal Process.**

1. Applicants may be removed from the written, electronic, or other appraisal process for any of the reasons specified in rule 3-1.5.
2. The Department of Civil Service shall enforce appraisal integrity and apply sanctions as a result of violations, in accordance with rule 3-1.5 and applicable regulations.

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## **CONTACT**

Questions regarding this regulation should be directed to the Department of Civil Service, P.O. Box 30002, 400 South Pine Street, Lansing, Michigan 48909; by telephone, at 517-373-3048 or 1-800-788-1766; or by e-mail to [MDCS-BHRS@michigan.gov](mailto:MDCS-BHRS@michigan.gov).

**NOTE:** Regulations are issued by the State Personnel Director, under authority granted in the *State of Michigan Constitution* and the *Michigan Civil Service Commission Rules*. Regulations that implement Commission Rules are subordinate to those Rules.

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